



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
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<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

February 23, 2009

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", is written over the printed name and title.

STATUS REPORT ON RECORDS MANAGEMENT PROGRAM

On February 18, 2003, your Board instructed the Chief Executive Office to report back with an overall plan for maintaining and preserving County records and archives, including cost estimates. County staff made progress on this effort over the past few years, as reflected in prior status reports provided to your Board. In June 2008, we executed an Agreement with Deloitte Financial Advisory Services, LLP (Deloitte) to assist the County in fully implementing the Records Management Program. Deloitte is working directly with County departments to assist in completing their Inventory and Retention schedules for programmatic records and documents, completing the County's General Retention Schedule which addresses common administrative records across departments, and producing a County Procedures Manual which will establish guidelines for retention, access, retrieval, and preservation or destruction of records.

Since our most recent status report dated October 30, 2008, we have accomplished the following:

- Met on a weekly basis with Deloitte, in conjunction with your Board's Executive Office, County Counsel, and the Chief Information Office, to monitor implementation of the County's Records Management Program and address any existing issues;
- Worked closely with Deloitte project staff members and departments to help ensure that each department has thoroughly and accurately updated their records inventories, and that staff fully understand the methodology for preparing, completing, and using these inventories; and

"To Enrich Lives Through Effective And Caring Service"

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Each Supervisor
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- Held two meetings in conjunction with Deloitte and Departmental Records Coordinators to assess progress, address issues, answer questions, and discuss next steps.

Over the next few months, we will continue to work with Deloitte towards successful implementation of the Records Management Program.

The next quarterly status report will be provided to your Board on or before April 30, 2009. If you have any questions regarding this status report, please contact me, or your staff may contact the Countywide Records and Archives Coordinator, Kary L. Golden at (213) 974-1319 or kgolden@ceo.lacounty.gov.

WTF:ES:MKZ
FC:KLG:pg

c: All Department Heads
Chair, Historical Landmarks and Records Commission
Deloitte Financial Advisory Services, LLP